

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK
POSITION VACANCY 18-02**

POSITION: Courtroom Deputy Clerk (Full-time)

LOCATION: Rochester, New York

**POSITION
AVAILABLE:** Immediately

**APPLICATION
PERIOD:** May 4, 2018 through May 31, 2018

SALARY: CL 27 range: \$48,951 - \$79,617 per annum
Generally, applicants start in the low to middle of the above range, based on experience, education, and competitive factors.

Position Overview

This position represents the Clerk of Court and is responsible for managing the Court's caseload, providing courtroom and other assistance through the management of court calendars, attending court proceedings, recording minutes, and drafting judgments.

Duties

The Courtroom Deputy is responsible for case management, including calendaring and regulating case movement; monitoring the filing of pertinent documents and timely responses to judicial orders; setting dates and times for hearings, trials and conferences; keeping the Court and staff informed of case progress; reviewing information relating to pending cases to ensure that all records and reference material are available for use by the Court and counsel; attending court sessions and conferences; assisting with the orderly flow of proceedings including, setting up the courtroom, assuring presence of all necessary parties, and managing exhibits; taking notes of proceedings and rulings and preparing minute entries; drafting judgments; acting as liaison among the Clerk's Office, the bar, and the Court to ensure that cases proceed smoothly and efficiently; serving as a primary source of information on scheduling conferences, hearings, trials, and other case processes.

Qualifications

Two years of general experience and a minimum of two years specialized experience, including at least one year equivalent to work at the classification 26. Candidates must demonstrate a consistent past employment record; exceptional computer skills, demanding accuracy and quality assurance; a demonstrated ability to thoroughly research and solve problems; ability to reason through, analyze, and interpret written communications; ability to multitask and prioritize work assignments; superior oral and written communications skills; strong organizational skills and attention to detail; strong interpersonal skills; and a professional demeanor and appearance appropriate in a Court environment. Preference will be given to candidates that possess a Juris Doctorate degree, experience working in a law firm or a law-related field, and CM/ECF experience.

General Experience: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience: Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

Benefits

Federal benefits for eligible employees include: health, life, dental, vision, and long term care options; retirement; matching Roth and/or tax-deferred Thrift Savings Plan options; paid holidays and leave; and flexible medical, dependent care and commuter benefit options.

Information for Applicants

Applicants must submit a detailed résumé, AO78 Application for Judicial Branch Federal Employment (available at www.uscourts.gov), and a cover letter to: United States District Court, Office of the Clerk, Attn: Vacancy 18-02, 2 Niagara Square, Buffalo, New York 14202.

The United States District Court requires employees to adhere to a Code of Conduct which is available on the Court's web site at www.nywd.uscourts.gov. Only qualified applicants will be considered for this position. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States.

As a condition of employment, the candidate selected for this position will be subject to a background investigation. Additionally, this position is subject to mandatory electronic funds transfer (direct deposit) of federal wages. All employees of the U.S. District Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and as such, can be terminated with or without cause by the Court. The employing agency reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

The U.S. District Court for the Western District of New York is an Equal Opportunity Employer.